

Guidance for Correcting Course Code

Identifying and Correcting Inaccurate Course Codes

Accomplishing accurate Median Student Growth Percentiles (MSGP) requires the coordinated effort of district and school administrators working as teams to develop a district protocol to validate accurate course codes in Infinite Campus. Follow this step-by-step process to achieve correct course codes.

Additional guidance documents are located on the MSGP web page. They include "[Training Document – Median Student Growth Percentile](#)," "[Median Student Growth Percentiles FAQ](#)," and "[MSGP Course codes with Descriptions](#)."

Course Code POC Tasks

➤ **Step 1:** Run 2014-15 Teacher Course Code and MSGP reports in Infinite Campus.

Path	Report Name	Report Description
KY State Reporting > KDE Reports	Teacher Course Code Check	<p>The purpose of this report is to help with auditing Median Student Growth Percentile (MSGP) reports. If English LA and/or Math teachers do not have a MSGP calculated or are missing courses in the calculation, it may be because state course codes are not assigned correctly. This report shows teachers and corresponding courses (local & state course codes). The final column indicates if the state course code assigned is Mathematics or Reading course. If the teacher assigned a Math or Reading class and the eligible state code does not match the course assigned, the column will read NA. NA will also show up if the course does not pass the Reading or Math Selection Criteria.</p> <p>Selection Criteria:</p> <ol style="list-style-type: none">1. Academic Year is not required since this report only looks at the current year.2. Selection of school is optional. It will run for all schools if none is selected.3. Enter Teacher ID. Optional if all teachers are required.4. Select Grade or use default for all grades.

Path	Report Name	Report Description
KY State Reporting > KDE Reports	Median Student Growth Percentile - Detail	The purpose of this report is to show how a teacher's single year and three year combined Median Student Growth Percentile is calculated for Math and Reading. This report can be run for a specific end year; content area; and (optionally); a specific teacher. The report will contain data for the school that has been selected in the menu bar above. All teachers and student associations in Math and Reading in courses grades 04 -08 will be included on the report along with students' growth scores in the respective content area. Indicators for whether the teacher/student were concurrent in the specified courses for 100 days are included on the report. Student growth scores will only be attributed to a teacher for those teachers/student associations which meet the 100 day concurrency requirements.
KY State Reporting > KDE Reports	Median Student Growth Percentile - Summary	The purpose of this report is to show a summary of a teacher's single year and three year combined Median Student Growth Percentile is calculated for Math and Reading. This report includes a count of attributed students per year. This report can be run for a specific end year; content area; and (optionally); a specific teacher. The report will contain data for three years, based on the end year selected. The report will contain data for the school that has been selected in the menu bar above. If "All Schools" is selected in the menu bar when this report is run; a teacher will only display on the report one time. Each school that a teacher taught attributed students in will be displayed in the school name column next to the teacher's name.

- **Step 2:** Send the relevant portions of the report (the school's individual MSGP reports and the Teacher Course Check report) to Guidance Counselor or person responsible for scheduling.

Helpful Hints:

- Run *Missing or Invalid State Codes* report to identify issues with local courses' alignment to state course codes. Work with Guidance Counselor or person responsible for scheduling to correct course codes.
- Run *Median Student Growth Percentile Summary* report, share with principals to review, and identify teachers without MSGP that are expected to have scores. This may be an indicator that course codes are not set up correctly.
- *Median Student Growth Percentile Detail* report can be used to further audit scores to a student level.
- Correct 2014-15 course codes by May 29th, 2015 to ensure accuracy for MSGP calculation.

- Coordinate work with Guidance Counselor or person responsible for scheduling to assist with updating to valid course codes.

Guidance Counselor's (or person responsible for scheduling's) Tasks

- **Step 3** Review the relevant portions of the reports.

Helpful Hints:

- *Teacher Course Code* report – [Quick Reference Card](#) for suggestions on report usage. Using filters in excel can expedite review.
- Review *MSGP Detail report* with school principals to identify issues with course code alignment between local course codes and applicable state course codes.
- [See MSGP Course Code Listing](#).
- Select the appropriate MSGP Course Code to replace the inaccurate State Course Code listed for local codes in your district.

- **Step 4** Based on who has appropriate tool rights in the district:

- Replace the inaccurate course code in IC with the appropriate State Course Code on the MSGP course code list.

or

- Submit accurate course list and indicate inaccuracies to KSIS POC to make corrections in IC.

KSIS POC Tasks

- **Step 5** Change/confirm current state course code to MSGP attributing course code.

Helpful Hints:

- Replace the inaccurate course code in IC with the appropriate Course Code on the MSGP course code list provided by Guidance Counselor.
- Communicate completed changes to Course Code POC

Course Code POC Tasks

- **Step 6** Validate that State Course Codes have been aligned.

- Confirm corrections in Infinite Campus with KSIS POC.
- A survey questionnaire will be sent the first week of June. Complete/submit responses to questionnaire to KDE June 5th.